



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**POSITION:** Case Administrator

**LOCATION:** Washington, DC

**SALARY RANGE:** CL 25 (\$38,476 – \$62,557)  
Salary determined by work experience, prior/present pay history and previous federal government experience.

**Opening Date:** March 20, 2008

**Closing Date:** OUF

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## **POSITION OVERVIEW**

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Assistant Case Calendar Clerk reports to an Operations Manager and will be responsible for making summary entries and performing data quality control in the court's Electronic Case Filing System (ECF). The incumbent receives and reviews the documents to ensure the integrity, quality and efficiency of the electronic database. Assists in case management by ensuring that automated entries are accurate for proper case management. High volume public interaction, via a telephone and in person, is required to answer inquiries on case status and other related matters. Additionally, incumbent will review and examine electronically filed documents for processing, have clerical duties related to processing legal documents and provide top quality service to our internal/external customers.

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## **DUTIES AND RESPONSIBILITIES**

Receives and reviews incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices and/or court requirements.

Scans and files documents when appropriate.

Assures assignment of case numbers and randomly assigns cases to judges.

Routes documents to proper offices after acceptance.

Verifies attorney's authority to proceed before the Court.

Acts as a point-of-contact and furnishes information to a wide variety of people within and outside of the Court.

Makes summary of entries of all documents and proceedings in the ECF database.

Processes confidential and sensitive material. Performs data quality control in all assigned cases in the court's Electronic Case Filing System (ECF).

Advises attorneys on how to correctly amend electronically filed documents.

Answers inquiries on case status, enters new cases in ECF and prepares appeals and transfers relating to cases in order to assist and ensure that entries are linked appropriately.

Perform other duties as assigned.

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## QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of two years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience preferred, but not required.

The ability to communicate effectively both verbally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Prior experience using the Electronic Case Filing System (ECF) is helpful. Must be proficient in Word Perfect and other computer applications.

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## BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

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## CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.  
Final candidates will undergo a background check.

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## APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a cover letter explaining how their experience relates to the position requirements and a resume detailing all relevant experience, education and skills.

All application materials are to be sent to:

Sonia Jackson, SPHR  
Director, Human Resources  
Human Resources Department  
United States District and Bankruptcy Courts, DC  
333 Constitution Avenue, NW  
Washington, DC 20001

OR

Via fax:

(202) 354 - 3528

OR

Via email to:

[DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

### **Equal Opportunity Employer**